

Completion of Online Form – Higher-Risk Activity

Manageable – Higher Risk

This refers to an off-campus activity that has the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives (Refer to OCASP Section 4.2 for a more comprehensive definition). For example:

- Potential risks that may be associated with the activity itself, such as scuba diving;
- Any activity that involves travel through or to a country or region for which a travel or health advisory is in effect;
- **All** international activities involving **undergraduate** (students in first-entry baccalaureate programs) or **professional** (J.D., MD, B.Ed.) student participants.

Completion of the online form for higher-risk activities allows for effective emergency response support. The information you provide will identify who is at risk, how they can be reached, the appropriate Queen's offices that require notification, and the individual(s) personal emergency contacts.

Completion of Online Form

1. Log into OCASP 2.0, the Queen's University off-campus activity planning tool. The url is <https://webapp.queensu.ca/safety/ocasp>
2. From the **Planner menu** select:

Higher Risk Activities: ?

Refer to OCASP, section 4.2b (Manageable, Higher Risk)

This includes, among others, any international activity involving undergraduate or professional (J.D., MD, B.Ed) student participants, but excludes students attending the Bader International Study Centre.

- Create a new Safety Planning Record which includes registering in the Emergency Support Program

Once you begin the completion of a form, your menu expands to include an option to "continue" with an existing record. If you have to return to an in progress form, make sure to use the "Continue with" selection.

3. Provide the information required. Because this is a higher-risk activity, the online form requires:
 - A more comprehensive plan that includes the assessment and planning for risk associated to the activity itself, as well as the destination in which the activity is being undertaken.
 - Review and approval of your online submission.

Please refer to the following pages for help relating to the information collection process. The screens on which these fields are located, appear as subtitles. This will facilitate the completion of your planning record.

Questions? Contact the OCASP Administrator.
Email: ocasp.coordinator@queensu.ca
Tel: (613) 533-6000, ext. 78064

Completion of Online Form – Higher-Risk Activity (Cont.)

Relevant to all screens:

- Fields with an asterisk are mandatory fields.
- To avoid loss of data, and to ensure the security of information provided your session will time out after 10 minutes of inactivity. A message box will appear – if you respond to the prompt your session remains active, otherwise OCASP 2.0 will automatically save your changes and exit the application.
- Hover over help is available for fields that display the “question mark” icon.

Screen One - “Personal Details”

Based on your “University Status” you may be required to complete online Pre-Departure Training (PDT). It is part of the form completion process, therefore if you are required to do PDT, you will not be able to “submit” your form until it is finished. Pre-departure training is strongly recommended for all.

Screen Two – “Activity Details”

Please choose one of the following options: ?

I am undertaking an Academic Exchange ?

I am studying abroad on an International Letter of Permission ?

I am taking part in a project through QHO or QPID

I am undertaking one of the following activities: ?

I am undertaking one of the following activities: ?

- Please make a selection

- Please make a selection

De: Athletic Event

Clinical Placement

Conference

Faculty/Staff/Graduate Travel

Field Trip

Internship

Medical Elective

Practicum

Research Project

Queen's/Blyth Course Offering

She: PFF Community Leadership Program Fellowship

Other

Select the option that coincides with the activity you are undertaking. The selection you make determines to whom the form is routed for review and approval.

An “interchange” or “semester abroad” program is not an Academic Exchange. If you are unsure of your selection, please contact your Department.

If you select “I am undertaking one of the following activities”, you must indicate:

- The selection that mostly matches your off-campus activity, followed by the
 - Department Overseeing the Activity
- * A Planner preparing a safety planning record for a **group activity** must select from the available options through this bulleted item.

For the Planner of a Group Activity

A Planner that is preparing a safety planning record for a group activity, must identify that in addition to themselves, there are other “participating members”. It is the responsibility of the Planner of a group activity to ensure that all their participants comply with OCASP by submitting their participant online form. For detailed instructions, participants may refer to the following Reference Guide: “Completion of the Acceptance Process – Participant of a Group Activity”.

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Screen Three– “Travel Details”

In this section, you identify:

- Travel steps in your journey, including your return to Kingston.

Screen Four – “Hazards and Risks”

REMINDER: To avoid loss of data, and to ensure the security of information provided your session will time out after 10 minutes of inactivity. A message box will appear – if you respond to the prompt your session remains active, otherwise OCASP 2.0 will automatically save your changes and exit the application.

In this section, you identify:

1. Hazards and risks associated **to the activity** you are undertaking:

- Include any risk/hazard that is specific to the **activity** in this section along with your mitigation plan. Eg. rock climbing, scuba diving, mountaineering, etc.. Your department may be able to provide resources for these risks.
- 2. If travelling internationally, hazards and risks associated **to the country/location** in which you are undertaking the activity.
 - *How you identify the potential hazards does not need to be in your own words, only **your risk management plan must be in your words**. For this reason, we recommend that you copy and paste all of the various hazards that you identify on the [Global Affairs Canada \(GAC\) website](#), directly into the corresponding Hazard box for each category. You would then need to indicate why this is a risk to you, and include your Risk Management Plan for each identified hazard. Copying and pasting these items directly from the GAC website will help ensure that you have addressed all of the hazards, thereby, reducing the time it takes to gain approval for your risk assessment. International SOS (ISOS) also provides information regarding potential hazards related to international travel. The [International SOS \(ISOS\) Members Portal](#) should also be consulted when completing OCASP.*
 - As you navigate through the GAC website and ISOS Members Portal, continue to ask yourself what, if anything has the potential to cause you harm (physically, financially, medically etc.). All of the items that have the potential to do so, must be addressed in your risk assessment.

Screen Five – “Immunizations”

In this section, you identify:

- Immunizations that are required based on your travel destination.

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Screen Six – “Special Needs”

In this section, you identify:

- You have the option to disclose special needs, if applicable, and your management plan to reduce the risk associated to it.
- Disclosure enables those assisting in the case of an emergency to better meet the needs of the situation affecting you.

Screen Seven – “Emergency Contacts”

In this section, you identify:

- Information that enables Queen’s to contact you in the event of an emergency.
- Your personal contacts that Queen’s would notify in the event of an emergency.
- For your information onsite: Local Emergency contacts (i.e. police, fire rescue, ambulance).

Submitting Your online Form

- Once you complete the information collection process, you are taken to a summary page which will highlight any incomplete sections in red. All mandatory fields must be filled in for you to proceed (completion indicated by a green dialog box).
- Click “Continue” , to bring you to the “Acceptance of Responsibilities” section.
- **Then submit the record for review.**

Review/Approval

- The form is then sent electronically through a review/approval process using email notifications to trigger action, and give the status of the record.
- If your submission is deemed to be lacking information, then you will be required to update and resubmit. Where the email notification requires further action to be taken by you, a unique url link will be included taking you directly into the online form.
- Ensure that you receive your final approval email notification **prior** to your departure.
- If you are the Planner of a Group Activity, in addition to receiving final approval on your safety planning record, it is your responsibility to ensure that each participant on your record comply with OCASP. The participant will receive email notification and must submit their individual participant online form which is linked to your record. The Planner of a Group Activity can see the progress of their participant compliance on the Summary Page of their record.

Throughout the process, do not hesitate to contact the OCASP Administrator if you are concerned that your record will not be processed in time, are experiencing technical difficulties, or are unsure of next steps.

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